

Update salary/hourly rate

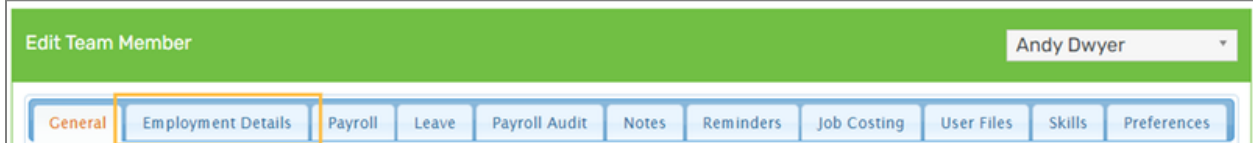
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Salary

1. Hover on **Setup > Team Manager**:



2. Click on the applicable team member's name
3. Click **Employment Details**:



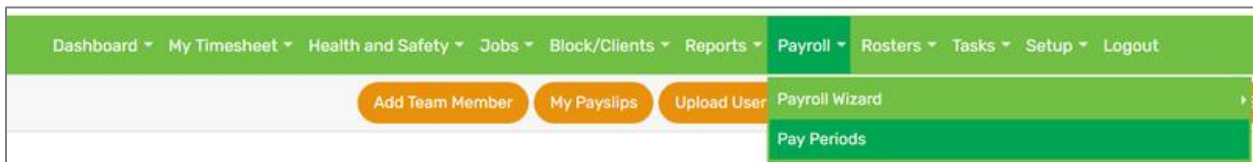
4. Scroll down to **Gross Annual Remuneration** and enter the updated salary:

* Gross Annual Remuneration : (total package value)

5. Scroll down to **Latest pay change** and select the date the updated salary is effective from:
This must be the first day of a pay period and cannot be backdated to any pay period that already has a payslip

Latest pay change :

6. **Save**
7. Hover on **Payroll > Pay Periods**:



8. Select the **Team Member > GO**:

Location: all | Team Member: Andy Dwyer | From: Jan 25 2022 | To: Apr 01 2022 | Employee Type: all

Remuneration Type: all | Zero Pay Amount: show all | **GO**

9. Find the pay period the remuneration adjustment is effective from:


Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave			
+	Mar 28 2022	Apr 03 2022	1000.00	1000.00	0.00	0.00	0.00	0.00	+	0.00	
+	Mar 21 2022	Mar 27 2022	1000.00	1000.00	0.00	0.00	0.00	0.00	+	0.00	

10. Click the edit icon:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments			
						Annual leave	Statutory holiday worked	Unpaid leave				
+	Mar 28 2022	Apr 03 2022	1000.00	1000.00	0.00	0.00	0.00	0.00	+	0.00		
+	Mar 21 2022	Mar 27 2022	1000.00	1000.00	0.00	0.00	0.00	0.00	+	0.00		

11. Click **Reset** > **OK**

The updated salary amount will now be pulling through

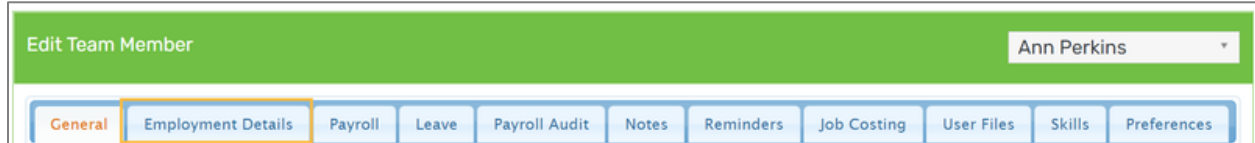
+	Mar 28 2022	Apr 03 2022	1057.69	1057.69	0.00	0.00	0.00	0.00	+	0.00		
+	Mar 21 2022	Mar 27 2022	1000.00	1000.00	0.00	0.00	0.00	0.00	+	0.00		

Wages

1. Hover on **Setup > Team Manager**:




2. Click on the applicable team member's name
3. Click **Employment Details**:



4. Scroll down to **Actual Cash Hourly Rate** and enter the updated rate:

* Actual Cash Hourly Rate :

5. Click the calculator icon in line with the **Actual Hourly Rate Paid** field:

* Actual Hourly Rate Paid :  (click to calculate)

6. Scroll down to **Latest pay change** and select the date the updated wage is effective from:

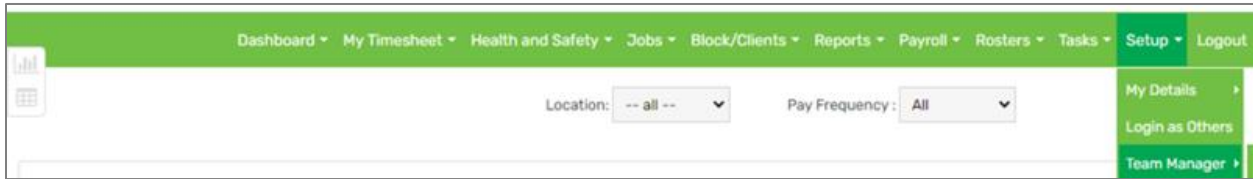
Latest pay change :

7. **Save**

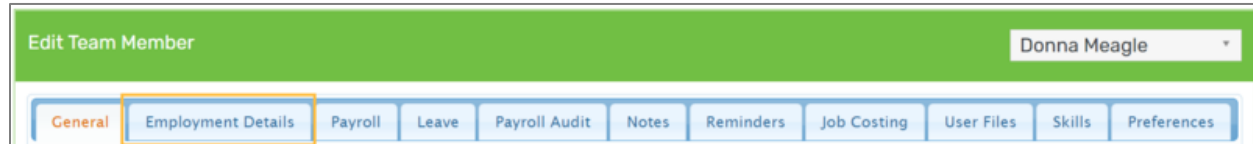
The new hourly rate will automatically pull through to payroll

Per Unit

1. Hover on **Setup > Team Manager**:



2. Click on the applicable team member's name
3. Click **Employment Details**:



4. Scroll down to **Actual Hourly Rate Paid** and enter the updated rate:

* Actual Hourly Rate Paid :  (click to calculate)

5. Scroll down to Latest pay change and select the date the updated wage is effective from:

Latest pay change :

6. **Save**

The new hourly rate will automatically pull through to payroll
